

25.75

Miscellaneous

25.75.10 Commercial Solicitation

No commercial (or other) solicitation material is to be distributed with State checks or advices without the express permission of the State Treasurer and the State Controller.

Any requests for distribution of solicitation material should be reported immediately to the State Treasurer or the State Controller.

The only exception to this policy is that agencies may communicate official, agency specific, information to their employees, clients or customers.

25.75.20 Policy on Replacement, Supplemental, & Advance Payments

If an agency discovers an error in an employee's paycheck, the policy for replacement and supplemental checks is:

1. Contact OSC Payroll Division for approval, before initiating the check process.
2. Replacement / supplemental checks will not be issued for missing overtime or special pays, except under hardship circumstances. These omissions should be compensated for in the next regular paycheck.
3. The original check must be returned before a replacement check can be issued.

If an employee, upon receipt of their paycheck, discovers an error which the agency determines to be legitimate, the same policy as above applies.

POLICY ON ADVANCE PAYMENTS

Advance payments provide a mechanism to compensate an employee, for one pay period (or one week), when the agency is unable to complete the procedures necessary to activate that employee in an authorized position in the MFASIS Human Resource System. Advance payments should not be

issued to any new employee, for time worked in a pay period with a week ending date greater than the week ending date being paid to regular employees. Advance payments are also used for any active employee that was not paid any wages at all, and should have been, for a given pay period.

Remember, these are accounts payable checks, cut from the General Accounting System, and should be in OSC Payroll no later than 2:00PM for processing to begin.

25.10.40 Employee definitions

25.10.40.a State Employee

6. Employee. "Employee" means any person holding a position subject to appointment by an appointing authority. [1985, c. 785, Pt. B, §38 (new) .]

6-A. Employee from the executive branch in the unclassified service. "Employee from the executive branch in the unclassified service" means all executive branch employees listed in section 931, but does not include any elective or constitutional officers listed in that section or their direct appointees. [1997, c. 498, §2 (new) .]